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**FACULTY PERSONNEL COMMITTEE  
RECOMMENDATION**

**SR-93-94-76(FPC)**

To approve the attached document titled "Role and Responsibilities of Department Chairpersons."

**RATIONALE:** To help establish an effective evaluation process for chairpersons.

**FACULTY SENATE PRESIDENT:**

APPROVED  
BY SENATE: Bentham W Gross DATE: 5/6/94

DISAPPROVED  
BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: [Signature] DATE: 5/16/94

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

Amended from the Senate floor.

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**SR-93-94-76(FPC)**

# **MARSHALL UNIVERSITY**

## **ROLE AND RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS**

Department chairpersons have a wide variety of duties and responsibilities, in addition to teaching class. They serve as the chief administrative officer of the department and are responsible for representing the department to the University administration, to the Dean of the College and to the department's faculty and students. The position of department chairperson is integral to the University's central mission: *the education of its students*.

Department chairpersons report directly to their academic dean and are responsible for:

### **Faculty**

1. Establishing and implementing procedures within University guidelines for the recruitment of new faculty.
2. Counseling and guiding faculty; encouraging outstanding teaching, research and other professional activities; organizing faculty meetings and departmental committees to further the business of the department.
3. Enforcing faculty responsibilities.
4. Promoting faculty development, including encouraging faculty members to attend professional conferences, joining professional organizations, faculty traveling, etc.
5. Protecting faculty rights, including recommendations on personnel matters, such as leaves of absence, sabbatical leaves, research grants, etc.
6. Periodic appraisal for recommending reappointment, tenure, promotion and salary adjustments.
7. Monitoring the need for changing program specialization as it is affected by faculty positions to ensure that specialization assignments within the department do not become static but allow for dynamic planning.
8. Fostering productive, interpersonal, and professional relationships among faculty of the department.

### **Students**

9. Ensuring that proper curricular and career advisement are available to all students majoring and/or taking courses in the department.

10. Monitoring student-department scholarships prizes; and, within University procedures, responding to student grievances and grade appeals.
11. Coordinating the active recruitment of undergraduate and graduate students.
12. Hiring, training, supervising, and evaluating departmental staff and establishing the department office's procedures.

### **Curriculum and Programs**

13. Establishing departmental statements of mission and objectives within those of the University and periodically reviewing the department's progress in achieving them.
14. Establishing department policies in cooperation with faculty related to curriculum content and changes, instructional standards, evaluation methods, textbooks and course syllabi.
15. Planning and presenting course schedules, and administering the department's responsibilities for their implementation.
16. Appointing faculty members to co-curricular responsibilities and recommending reassigned time to the Dean.

### **Budget and Instructional Resources**

17. Accounting to the Dean for fiscal management of departmental accounts.
18. Managing departmental facilities and instructional resources.
19. Recommending faculty and staff salaries to the Dean within the limits imposed by the respective salary policies.
20. Receiving and administering the departmental budgets, which can include:
  - a. Annual operating budget
  - b. Library allocation
  - c. Allocating the resources of the department so that institutional, research, administration, and travel needs can be met equitably.
21. Serving as Departmental liaison with university offices dealing with fiscal activities, such as: 1) Dean's office: for budgets, travel, and extramural

funding; and 2) Business offices (purchasing, personnel, accounting): for activities relevant to these offices.

22. Planning for long-range financing for special programs and activities.
23. Writing and reviewing funding and grant proposals in cooperation with the department faculty and the appropriate academic support areas; administration and evaluation of the proposal and/or projects as the department's chief administration.

### **Communications**

24. Conveying University and College policies, procedures, and actions to the department.
25. Representing the department in the College and University, and with off-campus organizations.
26. Presenting departmental policies, procedures, and actions to the students.

### **Facilities and Equipment**

27. Overseeing the use and maintenance of departmental facilities and equipment.

### **Professional Performance**

28. Providing professional leadership and example in the department.
29. Maintaining and demonstrating competence in teaching, research, and professional activities, including participation in professional associations and community service.

### **Miscellaneous**

30. Carrying out other duties as assigned by the Dean.